



City of Annapolis

Department of Neighborhood & Environmental Programs

160 Duke of Gloucester Street

Annapolis, MD 21401-2517

DNEP@annapolis.gov • 410-263-7946 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Certificate of Use Permit Application Instructions

Steps of the process:

1. Research the property and building prior to signing a lease or purchasing the property.
 - a. Contact the Department of Planning and Zoning to confirm that the proposed use is permitted in that location by the City Code;
 - b. You may schedule a preliminary inspection with the building inspector to determine if the building meets current code and what necessary work will be needed to open your business.
2. Submit the application for Use Permit with the required fee.
 - a. If a building permit is necessary, submit Use Permit application at the same time as the building permit application;
 - b. Otherwise, submit prior to opening your business.
3. Schedule inspection for use & occupancy.
 - a. The structure must have passed all final inspections (i.e. building, electrical, plumbing, mechanical, fire, etc.);
 - b. The premises should be set up for business, but prior to the official opening;
 - c. Call at least a week ahead of time so that your inspection can be scheduled with all applicable inspectors who will need to be there.
4. Be present at the inspection.
 - a. The inspectors will notify you at this time if additional work is needed before you open your business;
 - b. See Step 1 above.
5. Certificate of Use Permit will be issued after all applicable inspectors have signed off.
 - a. You will receive your certificate in the mail after your successful inspection;
 - b. The certificate should be displayed in a prominent location in your business.
6. Please note that, per *City Code Section 17.28.090*, any expansion or change in use may be subject to capital facility assessment charges.

Basic check list

The following check list is not inclusive but is intended to aid the Business Owner in preparing for the inspection. Once you have verified that this list is complete, call Chris Hall at above to schedule your Use and Occupancy Inspection.

1. Install handrails on stairs.
2. All egress doors must operate correctly.
3. Electrical service adequate for the business.
4. Existing wiring suitable for intended use
5. Assure that the existing system has no: overloaded circuits, damaged insulation on conductors, exposed live conductors.
6. Assure that the existing system's over-current protection is in good working order and junction boxes are covered.
7. Emergency lights and exit lights required. Must be in good working condition, if applicable, emergency batteries
8. Fire extinguisher(s) must have current inspection certification. Minimum of 1 - 10 lb. fire extinguisher for every 3000 sq. ft.

9. Maintain a minimum 36" to 44" exit access. Distance will depend on size of exit doorway.
10. Maintain a minimum 18" clearance from top of storage to bottom of sprinkler head.
11. Maintain a 3 ft. area around electrical equipment.
12. Good housekeeping area around mechanical equipment.
13. Provide adequate handicapped toilet facilities.
14. Provide hot and cold potable water to all hand sinks.
15. Provide all necessary back-flow protection devices for all equipment connected to the potable water supply.
16. Provide a properly vented exhaust fan for all toilet rooms.
17. Install or bring up to grade a 4" cast iron sanitary clean-out at the property line.
18. Any unused storage tanks must be removed, unless otherwise approved. All tank work must be completed under a Petroleum Storage Tank Permit.

A change of use requires the building or space to meet all of the existing codes.

Note: Additional inspection criteria apply to *places of assembly, commercial repair garages/storage of vehicles, health care facilities/doctor's offices, and restaurants*. Check lists are available.

Contacts

Department	Contact	Phone	Hours
DNEP Zoning Enforcement	Chris Hall	410-263-7946	7:00 a.m. to 3:00 p.m.
Life Safety/Mechanical	Joe Krasnodemski	410-263-7946	7:30 a.m. to 3:30 p.m.
Building	Matt Shanks	410-263-7946	7:00 a.m. to 3:00 p.m.
Electrical	Clint Pratt	410-263-7946	7:30 a.m. to 3:00 p.m.
Plumbing	John Quigley	410-263-7946	7:00 a.m. to 3:00 p.m.
Pretreatment Program	Jeanna Beard	410-263-7946	8:00 a.m. to 4:00 p.m.
Fire Department	John Bowes	410-263-7975	8:00 a.m. to 4:15 p.m.
Health Department	Charlotte Lewis	410-222-7238	8:00 a.m. to 3:00 p.m.



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Certificate of Use Permit Application

Address _____ Floor _____ Suite _____

Business name _____ Phone _____

Owner _____ Phone _____

Type of business _____ Total sq ft _____ # of employees _____

Specific use of premises _____

Mailing address, if different _____

Please check if applicable: Building permit? _____

New business at this site.	This means that this is a new business and new location.
New owner of existing business.	Same business location and same name with new owner.
New location for an existing business.	Your business has been in existence but this is a new location.

Address of your business prior to this _____

Alteration or renovation to existing business _____

Other _____

Owner of property _____

Owner address _____

Anticipated occupancy date (inspection) _____

Previous use in building

Name of business _____

Type of business _____

Total sq ft of business _____ Date previous use ceased _____

Parking

Total number of off-street parking spaces _____ Number assigned to business _____

Number of spaces leased elsewhere _____ Where? _____

If you have discharge other than domestic sewage you must contact Public Works Pre-treatment to complete wastewater survey prior to issuance of this permit.

Trash/refuse removal New Existing Public Private, provide name below.

Please check with DNEP for building code regulations at phone number above.

I hereby certify that I am the business owner/tenant or authorized agent qualified to complete this application and the facts and declarations of intent set forth above are true and are intended to be relied upon by the established officials of the City of Annapolis. I have also read and understand the Steps of the Process as outlined in the Application Instructions.

Print name _____

Signature _____ Date _____

Cost. Please submit with application.

Total sq ft of business	Use fee	Fire Marshall fee	Total
0 to 10,000 sq ft	60.00	25.00	85.00
over 10,000 sq ft	110.00	50.00	160.00
over 50,000 sq ft	220.00	100.00	320.00

It is illegal to conduct business in the City of Annapolis without a valid use and occupancy permit.

A final building inspection does not allow occupancy!

FOR CITY USE ONLY

Permitted use _____ Food service, number of seats _____

Use subject to standards _____

Special exception _____ Resolution # _____

Zone _____ Approved for zone _____ Permit # _____

Ward _____ Special conditions _____

Departmental Signatures

Date

Planning & Zoning _____

Building _____

Electrical _____

Plumbing _____

PW Pre-Treatment _____

Fire Marshall _____

Health Department _____